



County of Madera

Ergonomics Program Policy

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Ergonomics Program Policy

I. Statement of Policy

It is the policy of the County of Madera ("County") to provide all employees with a safe and healthy workplace. The County is committed to reducing and/or eliminating the risk factors associated with repetitive motion injuries (RMIs) and musculoskeletal disorders ("MSD")("Ergonomic Concerns").

Ergonomics is the designing of a workstation to fit the individual, so the work is safer and more efficient. Implementing ergonomic solutions can make employees more comfortable, increase productivity and reduce on-the job injuries.

This Ergonomics Program has been voluntarily created to align the County's ergonomics practices with the goal of Title 8 California Code of Regulations (8 CCR), Section 5110 to minimize RMIs. In the event that the County is required to adhere to the specific ergonomics standards under section 5110 based on the occurrence of RMIs, those standards will govern this Program in relation to the injured employee(s) and affected job(s), process(es), and operation(s).

II. Responsibility

The County's Risk and Safety Officer is designated as the Program Administrator and has overall responsibility for the implementation and maintenance of this program.

a. Program Administrator Responsibilities:

- Updating and maintaining the Ergonomics Program to stay within all Cal/OSHA and workstation safety standards.
- Advising Departments (Department Heads, Supervisors, Managers, and Safety Coordinators) of any changes to the program or the regulations that govern it.
- Foster open communication between departments and administration.
- Assist departments with development and implementation of ergonomic policies and best practices.
- Assist departments by providing ergonomic training when requested. Training to be provided electronically or in person.
- Assist departments by providing ergonomic evaluations as needed in accordance with the policies set forth in in this program.
- Maintain records of evaluations and subsequent recommendations and follow up with the department regarding any implementation of workstation recommendations.

b. Department Responsibilities

Although the Program Administrator is responsible for the Ergonomics Program County-wide, each department will be responsible for implementation within their respective departments.

Department responsibilities include but not limited to:

- Support the efforts of the Program Administrator by actively promoting and participating in the identification and reporting of ergonomic concerns.
- Encourage active participation by employees in the Ergonomics Program, including completing a self-assessment and follow-up assessments when requested.
- Request an ergonomic evaluation by the Program Administrator when a self-assessment is not sufficient or when it identifies risk factors for RMIs.
- Document any RMIs reported by an employee and offer any necessary workers' compensation as needed.
- Ensure that an injured employee is given access to prompt medical treatment for a work-related injury.

c. Employee Responsibilities

Employees play a vital role in ensuring that the Ergonomics Program is effective by following all elements of the Program and reporting any hazards to their appropriate supervisor or manager.

Employee Responsibilities:

- Employees are required to follow all safety policies and procedures.
- Employees are encouraged to complete a self-assessment of their workstation and implement any changes within their authority (i.e. moving items to within reach or rearrangement of workstation for optimal use).
- Employees should request ergonomics training and complete training when the self-assessment is not sufficient in setting up or organizing the workstation.
- Employees should request an onsite ergonomic evaluation from their direct supervisor when a self-assessment is not sufficient to mitigate any areas of concern.
- Employees should notify their direct supervisor of any concerns.

III. Implementation

The Program Administrator will ensure the implementation and maintenance of the Ergonomics Program by a combination of the following:

- Ensuring open and constant communication between staff and management.
- Provide all incoming employees with an Office Ergonomics Recommendations sheet during the Safety portion of New Employee Welcome (Office Ergonomics Recommendations is attached in Appendix A).
- Provide designated Safety Coordinators with updates during the Quarterly Safety Coordinator meetings.
- Assign either computer-based or in person training as requested.

IV. Ergonomics Program

a. Goals:

The primary goal of the Ergonomics Program is to control exposures that are known to cause RMIs and mitigate those exposures in a timely manner.

- Identify high, moderate, and low-risk workstations.
- To train and empower departments, managers, supervisors, and employees to correct exposures by using engineering controls such as workstation redesign, adjustable fixtures, or tool redesign.
- To empower departments, managers, and supervisors to use administrative controls such as job rotation, work pacing or work breaks when engineering controls are insufficient.
- To provide onsite workstation evaluations on an as needed basis.

b. Programs:

While ergonomics generally focuses on office/desktop ergonomics, ergonomics can also be applied to vehicles, shared workstations, and shop settings.

- Vehicle ergonomics focuses on techniques to use while driving to minimize strain on the back, hips, and shoulders. Vehicle ergonomics speaks to the importance of adjusting the driver's seat and mirrors and how to properly get in and out of a vehicle to prevent RMIs.
- Shared workstation or "hot desking" ergonomics focuses on ensuring that the workstation is adjustable so that anyone who uses it can make necessary adjustments to reduce or eliminate RMIs.

- Shop ergonomics focuses on ensuring that the design and arrangement of the workstation optimizes the interaction between the worker and the environment. Shop ergonomics emphasizes the importance of utilizing equipment and techniques, such as proper lifting, to reduce RMIs.

c. **Workstation Evaluations:**

After completing a workstation self-assessment, an employee may contact their supervisor or manager to also request an onsite workstation evaluation. The supervisor or manager will reach out to the Program Administrator via email or request an onsite workstation evaluation in writing. The supervisor or manager may also follow established protocols, including consulting with their safety coordinator who may contact the Program Administrator. The supervisor or manager shall provide the employee's full name, workstation location and the best contact information (i.e. email or phone number). The Program Administrator will then reach out directly to the employee and schedule a time that works for both parties. Once the evaluation is completed, the Program Administrator will complete an Ergonomic Evaluation Report and submit any recommendations to the manager/supervisor. The Program Administrator will also save a copy of the evaluation in accordance with the County's retention schedule.

*Note: A doctor's note is **not** required in order to request a workstation evaluation.

V. **Reporting of Injuries**

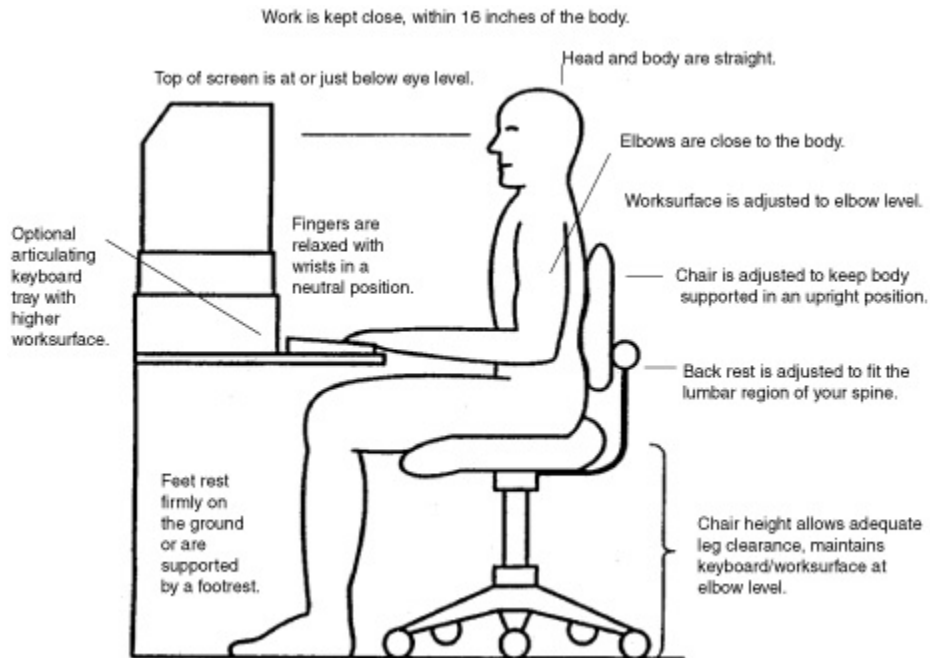
Employees who experience workplace injuries, and supervisors and managers who are made aware of workplace injuries, must report those injuries in accordance with the County's workers' compensation policies.

VI. **Contacts**

Risk and Safety Officer

559-675-7703

Office Ergonomics Recommendations



- When in a standing position, same recommendations apply for upper body.
- Change seating position every 15 minutes when possible.
- Try to take active 1-2 minute breaks every hour to move and stretch.

